Stone Bridge School Charter Council Regular Meeting Minutes
January 12, 2021

Members Present: Michele Conyers, Nancy Dempsey, Maria Giusti, Melissa Haberman, Sonya Luisoni, Amy Oggenfuss, Heather Shumaker

Members Absent: Angelisa Russo

Staff Present: Maria Martinez (Administrator), Kerstin Menzer (Faculty Advisor)

Public Present: Dawnielle Thornburgh (for Agenda Items #6-#21); Karin Troedsson (for Agenda Items #11-#16); Jeannie Canepa (for Agenda Items #13-#15)

Scribe: Heather Shumaker

1. **Verse, Call to Order** at 06:03pm. **Identify Timekeeper:** Maria Giusti.

2. **Approve Agenda:** Heather Shumaker noted that Attachment #10 was split into #10a and #10b, that there are no Attachments #4, #7, #9, #12, #13, or #23, and that Agenda Item #12 is being tabled because the annual audit report isn't available yet. Passed with a motion by Sonya Luisoni and a second by Nancy Dempsey.

   Michele Conyers  Yes
   Nancy Dempsey  Yes
   Maria Giusti  Yes
   Melissa Haberman  Yes
   Sonya Luisoni  Yes
   Amy Oggenfuss  Yes
   Angelisa Russo  Absent
   Heather Shumaker  Yes

3. **Public Comment (for items not on the agenda):** None

4. **Approve Minutes for 12-15-20 Meeting (#1):** Passed with a motion by Melissa Haberman and a second by Amy Oggenfuss.

   Michele Conyers  Yes
   Nancy Dempsey  Yes
   Maria Giusti  Yes
   Melissa Haberman  Yes
   Sonya Luisoni  Yes
   Amy Oggenfuss  Yes
   Angelisa Russo  Absent
   Heather Shumaker  Yes

5. **Approve EPSL and EFMLEA Time Off Benefits (#2):** The Consolidated Appropriations Act 2021 means that "between January 1, 2021 and March 31, 2021, an employer can voluntarily offer its employees Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Expansion Act (EFMLEA) time off benefits under the Families First Coronavirus Response Act". (Offering up
to 10 sick days for COVID-related time-off without subtracting from accrued sick time was mandatory until 12/31/20, but is voluntary for 1/1/21-3/31/21.) Maria Martinez went over the pros and cons of SBS continuing these benefits, then Charter Council discussed and decided to approve them. Passed with a motion by Melissa Haberman and a second by Sonya Luisoni.

Michele Conyers  Abstained
Nancy Dempsey  Yes
Maria Giusti  Abstained
Melissa Haberman  Yes
Sonya Luisoni  Yes
Amy Oggenfuss  Yes
Angelisa Russo  Absent
Heather Shumaker  Yes

6. **Approve Class Caps for 2021-22 (#3):** Maria Martinez shared the proposed caps for 2021-22, which consist of 21 students/class for Kindergarten, 30 students/class for 1st through 6th Grades, 24 students for 7th Grade, and 28 students for 8th Grade. (The lower numbers in the upper grades are based on expected rollover counts.) Heather Shumaker mentioned that while these caps would be used for our initial round of 2021-22 enrollment, they may need to be adjusted when we work on the budget later in the year. Passed with a motion by Maria Giusti and a second by Michele Conyers.

Michele Conyers  Yes
Nancy Dempsey  Yes
Maria Giusti  Yes
Melissa Haberman  Yes
Sonya Luisoni  Yes
Amy Oggenfuss  Yes
Angelisa Russo  Absent
Heather Shumaker  Yes

7. **Approve Enrollment Policy and Orientation Procedures (#4):** Maria Martinez shared that she connected with Christine Gross at NVUSD, who suggested that incorporating an enrollment priority based on a combination of the family’s socioeconomic status and the mother’s educational level might have a positive impact on our diversity numbers. Charter Council agreed that this is something we’d like our new Diversity Outreach Coordinator to research before we start enrollment for 2022-23, but there isn’t enough time to perform the necessary research or make the appropriate updates to our enrollment materials before open enrollment for 2021-22 starts next week (on 1/19/21). (Therefore, no motion was made and no action was taken.)

8. **Approve Remote Teaching with Medical Authorization (#5):** Maria Martinez shared a proposal for managing requests to teach remotely during the COVID-19 pandemic (beyond January 15th) from employees who have pre-existing or underlying medical conditions that make them particularly vulnerable to the coronavirus. The proposal requires a doctor’s note confirming that the employee requesting the accommodation has one of the conditions listed on the CDC website as posing an increased risk for severe illness from COVID-19, and the employee must be able to effectively perform their job duties remotely. At Charter Council’s request, Maria agreed to check in with Charter Safe and/or the school’s attorney to ensure that any details requested in the doctor’s note are compliant with HIPAA requirements. (Maria shared that has received a request for this accommodation from one lead teacher, and will pursue the appropriate medical documentation.) Passed with a motion by Sonya Luisoni and a second by Amy Oggenfuss.

Michele Conyers  Yes
Nancy Dempsey  Yes
Maria Giusti  Yes
9. **Discuss Initial School Calendar for 2021-22 (#6):** Maria Martinez presented a draft school calendar for 2021-22, which she will share with Faculty Council and Parent Council for input before bringing the final version back to Charter Council for approval in February. The proposed calendar includes 175 school days plus 3 flex days to account for the possibility of school closures during fire season. It pushes the first day of school out to August 23rd to allow teachers more time to prepare their classrooms after our upcoming site move, and sets the last day of school as June 10th.

10. **Discuss SBS Return to In-Person Learning Approach (#7):** Maria Martinez shared that all but one teacher will be back on-campus teaching in-person starting on 1/19/21. (That teacher will continue teaching remotely for the time being under the conditions discussed in Agenda Item #8 above, and her in-person learners will continue operating as a single on-campus cohort on Thursdays and Fridays.) Distance learners are being given the opportunity to switch to in-person learning starting on 1/19/21, but based on the responses to surveys sent out by the lead teachers, very few students are switching from distance to in-person learning (or vice versa). We are expecting to have 196 students doing in-person learning on-campus, which equates to roughly 75%.

11. **Discuss Administrator Hiring Process (#8):** Heather Shumaker shared an initial draft of the process for hiring a new Administrator, including a list of proposed members of the Administrator Hiring Committee. Heather will work with Maria Martinez to flush out and finalize this process over the next couple of weeks, then bring it to the next Charter Council meeting for approval.

12. **Review Annual Audit Report for 2019-20 School Year (#9):** TABLED

13. **Review Summary of Exit Interview Data (#10a, #10b):** Charter Council reviewed the “student enrolling at” data for students who have disenrolled from SBS since our last review. Of the 12 students who disenrolled from October to December 2020, 7 moved out of state, 1 started homeschooling, 1 switched to a private school, and 3 moved to different NVUSD schools. (Maria Martinez shared that none of these students left due to issues with their teachers.)

**At this point (in order to make the best use of Jeannie Canepa’s and Karin Troedsson’s time), Sonya Luisoni made a motion that Agenda Items #15 and #16 be moved before #14, and Maria Giusti seconded. The motion passed with “Yes” votes from all present. (Angelisa Russo was the only board member absent from this vote.)**

14. **Discuss SBS Comprehensive School Safety Plan (#11):** Maria Martinez briefly presented a draft of the SBS “School Safety Process and Emergency Operations Plan” document. She explained that since our school is small, Charter Council serves as its Safety Planning Committee, and will need to certify the final document. Maria shared the two goals she wants SBS to focus on during 2020-21, specifically:
   - Articulate and institute a plan for in-person learning for students so that more than 60% of students return to campus.
   - Maintain a healthy school climate with a focus on student academic, emotional, and social well-being as indicated by a 50% positive survey response.
Maria also mentioned that the new template requires the inclusion of many policies, and in cases where we don’t have a specific policy for SBS, she is deferring to NVUSD’s policy. The safety plan is due by 3/1, so Maria will bring the final version to our February meeting for approval.
15. **Discuss Diversity Plan** (#12): (As explained above, Agenda Items #15 and #16 were actually discussed before #14.) Maria Martinez introduced Jeannie Canepa as our new Diversity Outreach Coordinator, and said that she and Jeannie plan to meet on Friday to discuss diversity ideas further. Jeannie shared that she will be developing both short-term (for 2021-22 enrollment) and long-term strategies for increasing diversity at SBS, and she will bring another update to Charter Council at our February meeting. Jeannie will be talking with contacts at SBS, within the Napa community, and at other schools, and plans to pull together a new Diversity Outreach Committee in the near future. She is also looking into local events that would provide good opportunities for us to reach out to minority communities, and will be looking into communications that can be sent out in both English and Spanish to hopefully help increase application diversity for 2021-22. Jeannie also confirmed that she will be focusing on diversity education within our current school community as part of her efforts this year. (Heather Shumaker asked Jeannie to include looking into possible adjustments to our enrollment priorities in her long-term strategy, as discussed above in Agenda Item #7.)

16. **Board Training** (#13): (As explained above, Agenda Items #15 and #16 were actually discussed before #14.) Karen Troedsson provided board training on each of the following:
   - Ralph M. Brown Act
   - Political Reform Act
   - Public Records Act

17. **Board Education**: Heather Shumaker did a quick review of both of the following:
   - History of Stone Bridge School (#14)
   - Charter Council Member Orientation and Attendance Policy (#15)

18. **Administration Update** (#16): Maria Martinez shared updates, including:
   - Financials for November (#17a-#17d)
   - Community Giving Update (#18)
   - Enrollment Report (#19)
   - Attendance Report (#20)
   - Subject Teachers and Credentialing
   - Hiring Update
   - PPP Loan Forgiveness
   - Teacher Intentions
   - Campus Cleaning
   - COVID Update
   - COVID Exposure/Cases Log
   - In-Person Learning in the New Year
   - Educational Program Director

19. **Faculty Update**: Michele Conyers mentioned that the main focus of the Faculty has been on our current learning environment (e.g. distance learning, in-person hybrid learning, etc.). Maria Giusti shared that Faculty has also been discussing ways to support the Winter Celebration that Parent Council is planning (i.e. “gratitude” olive tree) and ideas for offering some sort of modified Spring Festival that would work in this COVID-19 environment.

20. **Parent Council Update** (#21): Melissa Haberman shared updates, including:
   - Winter Celebration
   - Dine and Donate
   - Spring Festival
   - Online Auction
   - Parent Council Budget
• Parent Council Exec Team

21. Charter Council Chair Update (#22): Heather Shumaker shared updates, including:
• Charter Council Thanks
• Additional CC Special Meeting in January (1/26/21)
• Charter Council Mission Statement, Email Accounts, and Webpage
• Faculty Representation in Charter Council Discussions

Closed Session: Entered at 8:30pm. (Maria Martinez and Kerstin Menzer were invited to participate in closed session.)

22. Conference with Real Property Negotiations (Gov Code Section 54956.8) (#23):
• Property: 1680 Los Carneros Ave., Napa, CA 94559
• Agency Negotiation: Maria Martinez
• Negotiating Parties: NVUSD and Stone Bridge School
• Under Negotiation: Prop 39 Terms

Open Session: Re-entered at 8:35pm.

23. Report from Closed Session: No reportable action.

Break: At this point, Charter Council took a short break while the SBS employees on the board (i.e. Michele Conyers and Maria Giusti) recused themselves from the rest of the agenda and left the meeting. (Quorum was still met.)

24. Approve Contract Agreements (#24): Charter Council reviewed one at-will agreement (for a Classified Teacher Assistant), two on-call at-will agreements (for a Custodian and a Substitute Assistant), two independent contractor agreements (for Technology and our new Diversity Outreach Coordinator), and one updated fixed-term agreement (to extend our Administrator’s contract to the end of June). Passed with a motion by Sonya Luisoni and a second by Melissa Haberman.

   Michele Conyers        Recused
   Nancy Dempsey          Yes
   Maria Giusti           Recused
   Melissa Haberman       Yes
   Sonya Luisoni          Yes
   Amy Oggenfuss          Yes
   Angelisa Russo         Absent
   Heather Shumaker       Yes

25. Confirm Next Meeting and Review Potential Agenda Items: The next Charter Council meetings are scheduled for Tuesday, 1/26/21 (special meeting) and 2/9/21 (regular meeting).

26. Adjourn: Passed with a motion by Amy Oggenfuss and a second by Sonya Luisoni at 8:38pm.

Verse.

   Michele Conyers        Recused
   Nancy Dempsey          Yes
   Maria Giusti           Recused
   Melissa Haberman       Yes
   Sonya Luisoni          Yes
   Amy Oggenfuss          Yes
   Angelisa Russo         Absent
   Heather Shumaker       Yes
Key: \((#x)\) = Attachment Reviewed (where \(x\) represents the attachment number)